



State of Tennessee  
Department of Commerce and Insurance  
Tennessee State Board of Accountancy  
500 James Robertson Parkway  
Nashville, TN 37243-1141  
615-741-2550 or 888-453-6150

## State Specific Ethics CPE Application

Complete this cover sheet and attach information required on page 2. Mail completed packet to address above.

### Organization/Individual Information:

Name: \_\_\_\_\_ License No. \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State

Zip

Phone : \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Web: \_\_\_\_\_

### Course Information:

Delivery Method:

\_\_\_\_\_ Live Format

\_\_\_\_\_ Video-Conference

\_\_\_\_\_ On-Line

Number of hours \* state specific education: \_\_\_\_\_

Number of hours \* general ethics: \_\_\_\_\_

Total Number of Hours \*: \_\_\_\_\_

\* (Based on 50 min = education hour)

Signature

Date

Revised 06/04/09

RDA

## **State Specific Ethics CPE Application**

### **Page 2**

#### **Materials to be submitted with application:**

1. Course outline based on the three modules of instruction at the bottom of this page
2. Promotional Brochure
3. Resume(s) of Instructor(s)
4. Anticipated schedule of presentation(s)

#### **Modules of Instruction**

##### **Module I**

- Licensing Requirements
  - Renewal of Licenses
  - Interstate Practice
- Continuing Education
  - Basic Requirements
  - Qualifying Programs
  - Failure to Meet Requirements

##### **Module II**

- Professional Conduct
  - Independence
  - Integrity and Objectivity
- Contingent fees, Commissions & other Considerations
- Competence
  - Compliance with Standards
  - Accounting Principles
- Confidential Client Information
- Records
- Discreditable Acts

##### **Module III**

- Peer Review
  - Basic Requirements
  - Results
- Complaints
  - Prohibited Activities
  - Disciplinary Actions
  - Settlement Guidelines